Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020116-1

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9 August 1962

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations 1-31 July 1962

1. Cables Processed

a. CIA cables totaled 16,456 IN cables, 6,169 OUT cables, 1,290 TD's and 753 miscellaneous items for a total of 24,695 work items. This represents an increase of 560 items or 2% more than the 1961 monthly average of 24,135 work units.

b. Non-CIA cables totaled 12,403, an increase of 31 or .002% more than the 12,372 monthly average for 1961. The July 1962 total is 5 cables less than June 1962.

c. The combined work units of CIA and non-CIA Cable Secretariat including miscellaneous and service requests totaled 37,637 items or 1,214 items each 24 hours a day including Saturdays and Sundays.

d. 1,438 cables or 6% of all cables processed (CIA and non-CIA) were furnished to the Director as compared to 1,472 or 5% for June 1962.

2. Personnel

a. No change over our previous monthly report.

b. This month two persons have completed the Cable Secretariat Cable Analyst Training Course and are now assigned as Cable Analysts. This is the first course that included full time formal training in the dissemination of both CIA and non-CIA cables. Now a trained cable analyst is able to put dissemination on both CIA and non-CIA cables. By the first of next year we hope to have all of our analysts trained in both types of dissemination. This has been our objective since the date we were charged with dissemination of non-CIA cables.

3. General

The Remington Rand "Lektrafile" has been installed and is operating smoothly. The installation of these files has made available for use many square feet of needed floor space and has replaced 23 file cabinets.

25X1A [redacted]

Cable Secretary

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Cable Sec
1 A 53 X-5838

NO.

DATE 9 Aug 62

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Mr. Kirkpatrick			LBK	Rita - See if you can get me a brochure or details on the LEKTRA FILE e.g. cost, floor space capacity etc
2. CABLE SEC.	9 Aug 62			Thanks.
3.				
4.				
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